



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Chicago Regional Census Center
Recruiting Bulletin**

Assistant Manager for Administration - SALARY \$18.25 per hour

Recruiting Bulletin No. LCO-2526- AMA

Duty Station: Lake County, IL

ISSUE DATE: May 17, 1999

CLOSING DATE: Until sufficient applications are received. Bulletin will be opened for a minimum of 10 working days.

EXCEPTED SERVICE APPOINTMENT: Not-to-exceed 12 months initially, with possibility of extension of appointment.

Duties

The position manages staff and resources in a team work environment to carry out administrative processing procedures, to direct and control processing functions, resources, and personnel with temporary staff of up to 10 employees to ensure quality standards of questionnaire review and keying, personnel processing, and payroll processing; evaluates payroll and personnel data information, and communicates clearly and persuasively the actions associated with encountered problems; and includes the administrative management of the Local Census Office space.

Qualification Requirements

1. Experience demonstrating the ability to manage a time critical payroll or personnel operation through subordinate staff.
2. Experience demonstrating the ability to use management reports to identify problems and take prompt action to solve these problems.
3. Experience demonstrating the ability to maintain office facilities through an effective relationship with lessors or office building managers.

Each applicant for Census Bureau employment must take a written test to assess managerial skills. Call the following office for testing schedule and additional information:

**Cook County North Early Local Census Office: 847-294-0540 or
Toll free 1-888-325-7733**

****AN EQUAL OPPORTUNITY EMPLOYER****

The Bureau of the Census does not discriminate on the basis of age, race, color, sex, creed, national origin, lawful political affiliation, disability, marital status, affiliation with an employee organization, sexual orientation, or other non-merit factor.